

Department of Public Health
and Human Services

Section:
OTHER PROGRAMS

TANF CASH ASSISTANCE

Subject:
Refugee Cash Assistance

Supersedes: FAIM 1001-1 (09/01/98)

≥References: 45 CFR 400.60 through 400.64, 400.100; ARM 37.74.101, .102

GENERAL RULE-- The Refugee Cash Assistance (RCA) Program is available to needy refugees during an eight (8) month period beginning with the month of date of entry to the United States. RCA is 100 percent federally funded for this eight (8) month period. At the end of this period, eligibility ends.

The RCA Program provides cash payments to refugees who:

1. are ineligible for SSI, TANF or other cash assistance programs;
2. meet the resource limitation and income standards of TANF Cash Assistance(Sections 001 and 401-1)
3. meet immigration status and identification requirements (Section 301-1)
4. provide the name of the resettlement agency which resettled them; and
5. are not full-time students in institutions of higher education.

ELIGIBILITY DETERMINATION

Eligibility is determined for RCA using TANF program policy and procedures with the exception of the income disregards.

Applicants and participants receive only a \$90 work expense disregard and the \$200 dependent care disregard. They do not receive any other income disregards.

Participants of RCA are required to report changes in their circumstances as soon as possible but within ten (10) days of their knowledge of the change.

≥JOB SEARCH

All employable RCA participants are referred to the same local employment services and community resources that any citizen would have available to them.

Inability to communicate in English does not exempt a refugee from registration for employment services, participation in employability service

**JOB SEARCH
EXEMPTIONS**

programs, carrying out job search, or acceptance of appropriate offers of employment.

The following individuals are not referred for participation in job search services if they are:

1. Under age 16;
2. Under age 18 and a full-time high school student or in the equivalent level of vocational or technical training expected to be completed before reaching age 19;
3. Incapacitated, ill, or injured and thus unable to participate either temporarily or permanently in employment or training. A physician or designee must verify this information;
4. 65 years of age or older;
5. Caring for another member of the household which requires, as determined by a physician or designee, care in the home on a substantially continuous basis and no other family member of the household is available to provide such care;
6. A parent of other caretaker relative of a child under age 3 who personally provides full-time care of the child with only brief and infrequent absences from the child;

NOTE: Only one parent or other relative in a case may use this exemption.

7. Working at least 30 hours a week in unsubsidized employment expected to last a minimum of 30 days; or

NOTE: This exemption continues to apply if there is a temporary break in full-time employment expected to last no longer than 10 days.

8. Pregnant, verified by licensed physician or designee, with the child expected to be born within the next 6 months.

**VOLUNTARY
PARTICIPANT**

A participant of RCA who is exempt from registration for employment may volunteer to participate in the program

**JOB SEARCH
REQUIREMENTS**

Individuals who are referred for employment services are required to:

1. Register with the appropriate refugee employment agency in their area within five (5) days of referral,

2. Participate in the employability plan developed by the refugee employment provider;
3. Go to job interviews as arranged,
4. Accept at any time from any source an offer of appropriate employment; and
5. The participant may not, without good cause, voluntarily quit employment or fail or refuse to meet any of the job search requirements; and
6. Participate in job search activities as agreed upon between the individual and the refugee employment provider.

GOOD CAUSE

Good cause may exist for the individual's refusal to participate in employability services, accept employment, or voluntarily quit a job. The following criteria are used to establish good cause.

1. The assignments were not within the scope of the individual's employability plan.
2. The individual does not have the capabilities to perform the task on a regular basis. If claim is based on physical or mental impairment, verification by a physician or designee must be submitted.
3. The total daily commuting time normally exceeded two (2) hours, not including transporting of a child to and from a childcare facility.
4. Suitable childcare is not available.
5. Working conditions are poor. Risks to health and safety exist.
6. Assignments are discriminatory in terms of age, sex, race, creed, color, or national origin.
7. Wages offered are less than the State minimum wage or the daily hours of work exceed those customary to the occupation.
8. The job offered is vacant due to a strike, lockout, or other bona fide labor dispute or is in conflict with the conditions of existing union membership.

FAILURE

MANDATORY PARTICIPANT: If the individual is a mandatory participant

TO COMPLY

and fails or refuses, without good cause, to meet the employment requirements or has voluntarily quit a job, assistance for the individual terminates. The refugee employment provider will immediately notify the county office of the participant's failure to comply. The individual's needs are removed from the payment. TEAMS Part Code: 'DQ'.

VOLUNTARY PARTICIPANT: If the individual is a voluntary participant and fails or refuses to participate, the county office may remove him/her from the employment program for up to 90 days from the date of determination of noncompliance. The individual's cash assistance is not affected. This action must be documented in CASE NOTES (CANO).

CONCILIATION

A conciliation period prior to the imposition of the disqualification must be provided by the county in accordance with the following time limitations:

1. It shall begin as soon as possible, but no later than 10 days following the date of failure or refusal to participate,
2. It may continue for a period not to exceed 30 days, and
3. Either the county or the participant may terminate this period sooner when either believes that the dispute cannot be resolved by conciliation.

DISQUALIFICATION/SANCTION

The county will take action within seven (7) days of receiving notice from the refugee employment provider that noncompliance has occurred as follows:

1. If the assistance unit includes other individuals, the non-complying individual's needs are not included in the payment. If the non-complying individual is a caretaker relative, assistance is provided to the rest of the unit in the form of protective or vendor payments.
2. If such individual is the only individual in the assistance unit, the grant is terminated.
3. Notify the refugee's sponsor or resettlement agency of the action taken.
4. If the refugee accepts employment or training within the thirty (30) day period after refusal, continue assistance without interruption.
5. If the refugee does not accept training within the thirty (30) day conciliation period, he/she is ineligible for:

Section: OTHER BENEFITS

Subject: Refugee Cash Assistance

- a) Three (3) payment months for the first occurrence, and
- b) Six (6) payment months for any subsequent occurrences.

**ADVERSE ACTION
NOTICE**

In cases of proposed action to terminate or reduce assistance, timely and adequate notice is required, following the same procedure as that used for all other program (Section 1503-1).

**MEDICAL
ASSISTANCE**

All recipients of refugee cash assistance are eligible for refugee medical assistance. Refer to Section 1002-1 for policy and procedure.

**CASE
PROCESSING**

The case cannot be worked on TEAMS. Use the following as a guide to manually determine eligibility and benefit payment.

1. Determine the individual(s) are not eligible for TANF cash assistance
2. Verify immigration status; note Date of Entry and set an ALERT to terminate assistance the end of the eighth month from the Date of Entry;
3. Obtain the name of the resettlement agency, which assisted the refugee(s) enter the United States;
4. Verify the individual(s) is not a full-time student in an institution of higher education;
5. Evaluate the individual(s)'s resources using TANF guidelines (Sections 401-1, 402-1, 403-1, 404-1, and 405-1);
6. Evaluate the individual's income (Sections 501-1, 501-2, 502-1, 502-2, 503-1, and 504-1) and manually calculate the payment amount using Form DPHHS-FA-318, "Refugee Cash Assistance Budget Computation Worksheet"; and
7. Authorize the warrant to the participant by requesting (via Outlook) Susan Meyer, Fiscal Bureau, Central Office to process a transfer warrant claim for Refugee Cash Assistance listing the following information:
 - a. Client name (payee), INS card (I-151 or I-551) identification number, address, and County Name and Number;
 - b. A statement identifying the payment as Refugee Cash Assistance; and
 - c. The name of the person authorizing the payment.

Section: OTHER BENEFITS

Subject: Refugee Cash Assistance

NOTE: Fiscal Bureau will process and issue the warrant the next working day. Allowing two days for mailing, the participant should receive the payment within three (3) days from the date of the request.

It is very important to make specific Case Notes indicating the steps taken to determine eligibility and benefit payment.

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